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Division of Personnel Services

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MEMORANDUM

TO: Agency Human Resource Managers

FROM: Bobbi Mariani, Director
Division of Personnel Services

DATE: February 23, 2001

SUBJECT: Impact of Topeka Correctional Facility Layoff on State Agencies

As you already know, Topeka Correctional Facility (TCF) will engage in layoffs due to the transfer of the reception and diagnostic unit from the Topeka Correctional Facility to the El Dorado Correctional Facility effective March 1, 2001. The first memorandum that you received dated February 5th, 2001 clarified instructions and timelines for processing TCF employees with Right of First Refusal and Interview Rights set forth by Senate Substitute for House Bill No. 2624.

This memo provides detailed information regarding SHARP transaction processing and guidelines, and explains benefits available to employees upon layoff and rehire. All agencies should follow the guidelines set forth below and summarized in this memo.

SHARP PROCESSING AND GUIDELINES

ENTRY OF LAYOFF ACTIONS:

When entering layoff actions for employees at the Topeka Correctional Facility on the Job Data 1 panel in SHARP the correct action/reason code to use is Terminatn/LA5. The action is Termination (Terminatn) and the reason is Layoff -Hospital Closure (LA5).

- LA5 is the only reason code that will correctly add laid off employees with the Right of First Refusal (ROFR) and Interview Rights (IR) to the layoff table.
- The action/reason codes for entering terminations for temporary and unclassified employees have not changed.

VERIFY THAT AN EMPLOYEE HAS ROFR OR IR RIGHTS

Agencies may view the Hospital Closure Layoff table to verify an employee has ROFR or IR Rights available. The Layoff table can be accessed using the following path in SHARP: Go, Develop Workforce, Recruit Workforce (U.S.), Setup, Hospital Closure Layoff, Layoff Table, Update Display. If no employees in your agency have access to this panel you may need to submit a revised Security Form to the Division of Personnel Services.

If an employee has an active ROFR or IR right, the value in the fields listed in the First Refusal Right box and/or the Interview Right box will be 'R' for ROFR or IR Right. If the employee has used either of these rights, the values in these fields will be 'U' for Used. If an employee's ROFR or IR right has expired, the First Refusal Right or Interview Right box will be 'E' for Expired.

ENTRY OF REHIRE ACTIONS FOR CANDIDATE EXERCISING ROFR OR IR:

Before entering a rehire for a candidate exercising their Right of First Refusal (ROFR) or Interview Right (IR) it is important that their current row in job data must be either the layoff or a termination action. For example: a laid off Topeka Correctional Facility employee may have accepted a temporary position prior to exercising their ROFR/IR right, so a termination (TER/SEP) would need to be entered prior to entering the rehire.

When rehiring an employee exercising their ROFR from Topeka Correctional Facility the correct action/reason code to use on the Job Data 1 panel in SHARP is Rehire/ROF. The action is Rehire (Rehire) and the reason is Right of First Refusal Rehire (ROF).

When rehiring an employee exercising their IR from Topeka Correctional Facility the correct action/reason code to use is Rehire/IR. The action is Rehire (Rehire) and the reason is Interview Right (IR).

- When ROFR candidates are rehired using Rehire/ROF the employment status on the Job Data 4 panel will default to permanent.
- When IR candidates are rehired using Rehire/IR the employment status on the Job Data 4 panel will default to Probationary. Agencies will need to adjust the probation end date as needed to indicate the desired number of months.
- For information concerning the pay of employees upon reemployment to a position in the same or lower pay grade, please refer to K.A. R. 1-5-10(c).
- For information concerning the pay of employees upon reemployment to a position in a higher pay grade, please refer to K.A.R. 1-5-13.

If you have questions concerning the entry of these transactions in SHARP please contact Connie Guerrero at connie.guerrero@state.ks.us or Noble Morrell at noble.morrell@state.ks.us. If you have questions regarding the policies pertaining to rehiring employees with ROFR or IR rights, please contact your agencies Human Resource Consultant in the Division of Personnel Services.

BENEFITS GUIDELINES

Benefits coverage and processing will be the same as for any other terminated employee, except:

- Sick Leave - On the employee's final paycheck, they may elect a 20 percent pay out of accumulated sick leave. If they have elected this option, they will have a zero balance upon rehire. They may not "buy back" the sick leave.
- Group Health Insurance - The employee will be eligible to continue group health insurance coverage for the first six (6) months by paying their regular active employee share of the premium starting on the first day of the next pay period following their last day at work. For the next eighteen- (18) months, the employee will be eligible to continue group health insurance coverage by paying the full premium (rates will be higher).

Employees who are rehired in a benefits eligible position within one year of layoff will be eligible for group health insurance coverage effective the first day of the payroll period following their date of rehire. There will not be a 60-day waiting period.

- Group Term Life Insurance - The employee will automatically be covered by group term life insurance paid for by the state for two years following their last day at work. Coverage equals 150% of their current annual rate of compensation. Generally, if the employee is rehired in a benefits eligible position, their group term life insurance coverage as an active employee will be effective immediately.

If requested within 31 days following their date of layoff, the employee may request that this coverage be converted to an individual whole life insurance policy (in addition to the coverage listed above). If the employee is rehired in a benefits eligible position, the conversion policy will be terminated and the two year state provided insurance will be terminated.

- Optional Group Life Insurance - If the employee is currently enrolled in optional group life insurance, their coverage will end effective the last day of the month in which they work. If requested within 31 days of this date, the employee may then convert to an individual whole life insurance policy at their cost.

If the employee is rehired in a benefits eligible position, the conversion policy will be terminated; however, the employee may continue the same coverage level of optional group life insurance without underwriting and at active employee rates.

Attached is an informational benefits summary which can be given to a laid off employee. If you have questions regarding benefits eligibility, effective dates of coverage, etc. Please contact Judy Allman at judy.allman@state.ks.us.

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Attachments